

# Retention and Classification Report

**Agency:** Juvenile Court (Second District) (545)

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## **Records Officer**

28654	Adoption case files
01969	Case files
28660	Protective order and substantiation case files
28663	Serious youth offender case files
28655	Termination of parental rights case files

**AGENCY:** Juvenile Court (Second District)

**SERIES:** 28654

3

**TITLE:** Adoption case files

**DATES:** 1909-

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These records support the agency's function to facilitate the adoption of minors whose birth parents have had their parental rights terminated through the courts (Utah Code 78A-6-102 (d) (2008)). Information includes Decrees of Adoption, Orders for Adoption, and related records.

**RETENTION:**

Retain 50 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 50 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

These records document legal adoption procedures and responsibilities according to Utah Code 78A-6-104 (2008).

**RETENTION JUSTIFICATION:**

**AGENCY:** Juvenile Court (Second District)

**SERIES:** 28654

**TITLE:** Adoption case files

(continued)

Retention and disposition based on Utah state court records retention schedule: (B)(6)(a) Permanent. Adoptions; civil cohabitant abuse; orders terminating parental rights; prosecution as serious youth offender; substantiation. (B)(10) Record destruction. Court records 50 years of age or older shall be reviewed for historical significance by the Division of State Archives prior to destruction. If a record is of historical significance, the Division will take possession. If a record is not of historical significance, the court shall manage the record in accordance with this schedule.

**PRIMARY CLASSIFICATION:**

Exempt      Utah Code 78B-6-141 (2012)

**AGENCY:** Juvenile Court (Second District)

**SERIES:** 1969

3

**TITLE:** Case files

**DATES:** 1909-

**ARRANGEMENT:** Chronological according to birth year

**DESCRIPTION:**

These records support the agency's function to adjudicate matters that relate to abused and neglected dependent children, and to administer appropriate sanctions on juveniles who commit felonies (Utah Code 78A-6-102 (2008)). These records detail interactions between the subjects, families, courts, and other civil entities involved in tracking the behavior and well-being of all parties concerned. Information includes court decisions, actions, and evidence such as medical or psychological evaluations, school records, and community service documentation.

**RETENTION:**

Retain 28 years after birth year of subject.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series are authorized by the Administrative Office of the Courts.

**APPROVED:** 04/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 2014. Retain in Office for 18 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

Microfilm master: Retain in Office for 28 years after birth date of subject of record and then destroy.

Microfiche master: Retain in Office for 28 years after birth date

**AGENCY:** Juvenile Court (Second District)

**SERIES:** 1969

**TITLE:** Case files

(continued)

of subject of record and then destroy.

Digital image: Retain in Office for 28 years after after birth date of subject of record and then delete.

Computer data files: Retain in Office for 28 years after birth date of subject of record and then delete.

Paper: For records beginning in 2015 and continuing to the present. Retain in Office for 1 month and then transfer to State Records Center. Retain in State Records Center for 28 years and then destroy.

**APPRAISAL:**

Administrative Legal

These records document court proceedings which affect the legal rights of juvenile residents and their families, according to Utah Code 78A-6-102 (2008).

Retention and disposition based on Utah state court records retention schedule: (B)(6)(a) Permanent. Adoptions; civil cohabitant abuse; orders terminating parental rights; prosecution as serious youth offender; substantiation. (B)(10) Record destruction. Court records 50 years of age or older shall be reviewed for historical significance by the Division of State Archives prior to destruction. If a record is of historical significance, the Division will take possession. If a record is not of historical significance, the court shall manage the record in accordance with this schedule.

**PRIMARY CLASSIFICATION:**

Exempt      Judicial Council Rule of Judicial Administration 4-202.03

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Juvenile Court (Second District)

**SERIES:** 28660

3

**TITLE:** Protective order and substantiation case files

**DATES:** 1969-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These records support the agency's function to provide care and protection for minors through placement and protection orders (Utah Code 78A-6-102 (e) (2008)). These records document two types of juvenile court proceedings involving adults as subjects: child protective orders and Sexual Abuse Registry substantiation hearings. Information may include petitions alleging imminent danger of physical or sexual abuse of a minor and the resulting court order for the respondent to stay away from the child, and court decisions regarding persons who appeal the Division of Child and Family Services' decision to place them on the Sexual Abuse Registry.

**RETENTION:**

Retain 50 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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**AGENCY:** Juvenile Court (Second District)

**SERIES:** 28660

**TITLE:** Protective order and substantiation case files

(continued)

**APPRAISAL:**

Administrative Historical Legal

These records document the issuance of protective orders in order to protect the safety of cohabitants, according to Utah Code 78B-7-106 (2014) and Utah Code 78A-6-323 (2012), and document deliberation about whether persons should be entered into the Sexual Abuse Registry.

**RETENTION JUSTIFICATION:**

Retention and disposition based on Utah state court records retention schedule: (B)(6)(a) Permanent. Adoptions; civil cohabitant abuse; orders terminating parental rights; prosecution as serious youth offender; substantiation. (B)(10) Record destruction. Court records 50 years of age or older shall be reviewed for historical significance by the Division of State Archives prior to destruction. If a record is of historical significance, the Division will take possession. If a record is not of historical significance, the court shall manage the record in accordance with this schedule.

**PRIMARY CLASSIFICATION:**

Exempt      Judicial Council Rule of Judicial Administration 4-202.03

**AGENCY:** Juvenile Court (Second District)

**SERIES:** 28663

3

**TITLE:** Serious youth offender case files

**DATES:** 1969-

**ARRANGEMENT:** Alphabetically by surname.

**DESCRIPTION:**

These records support the agency's function to administer appropriate sanctions on minors over the age of sixteen who commit serious offenses, as defined in Utah Code 78A-6-702 (2014), which may result in the offender being tried as an adult in the district court. These records detail interactions between the subjects, families, courts, and other civil entities involved in tracking the behavior and well-being of all parties concerned. Information includes court decisions, actions, and evidence such as medical or psychological evaluations, school records, and community service documentation.

**RETENTION:**

Retain 50 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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**AGENCY:** Juvenile Court (Second District)

**SERIES:** 28663

**TITLE:** Serious youth offender case files

(continued)

**APPRAISAL:**

Administrative Historical Legal

These records document legal proceedings regarding serious youth offenders, according to Utah Code 78A-6-701 (2014).

**RETENTION JUSTIFICATION:**

Retention and disposition based on Utah state court records retention schedule: (B)(6)(a) Permanent. Adoptions; civil cohabitant abuse; orders terminating parental rights; prosecution as serious youth offender; substantiation. (B)(10) Record destruction. Court records 50 years of age or older shall be reviewed for historical significance by the Division of State Archives prior to destruction. If a record is of historical significance, the Division will take possession. If a record is not of historical significance, the court shall manage the record in accordance with this schedule.

**PRIMARY CLASSIFICATION:**

Exempt      Judicial Council Rule of Judicial Administration 4-202.03

**AGENCY:** Juvenile Court (Second District)

**SERIES:** 28655

3

**TITLE:** Termination of parental rights case files

**DATES:** 1909-

**ARRANGEMENT:** Alphabetical by surname.

**DESCRIPTION:**

These records support the agency's function to adjudicate matters that relate to abused and neglected dependent children and to provide care and protection for minors by placement, protection, and custody orders (Utah Code 78A-6-102 (2008)). These records document proceedings to determine if a parent is unfit or incompetent and if it is in the best interest of the child to terminate parental rights, based upon the criteria detailed in Utah Code 78A-6-507 (2012). Information may include petitions for termination of the parent-child relationship and the resulting court order.

**RETENTION:**

Retain 50 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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**AGENCY:** Juvenile Court (Second District)

**SERIES:** 28655

**TITLE:** Termination of parental rights case files

(continued)

**APPRAISAL:**

Administrative Historical Legal

These records document the upholding or cessation of a parent's right to rear his/her child, according to Utah Code 78A-6-503 (2013).

**RETENTION JUSTIFICATION:**

Retention and disposition based on Utah state court records retention schedule: (B)(6)(a) Permanent. Adoptions; civil cohabitant abuse; orders terminating parental rights; prosecution as serious youth offender; substantiation. (B)(10) Record destruction. Court records 50 years of age or older shall be reviewed for historical significance by the Division of State Archives prior to destruction. If a record is of historical significance, the Division will take possession. If a record is not of historical significance, the court shall manage the record in accordance with this schedule.

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